

Training
III CORPS AND FORT HOOD TROOP SCHOOL

History. This supersedes III Corps and Fort Hood Regulation 350-7 dated 1 January 1995.

Summary. This regulation establishes III Corps and Fort Hood responsibilities and guidance for conducting military occupational specialty (MOS) enhancement and sustainment training at the III Corps and Fort Hood Troop School.

Applicability. Policy applies to units assigned or attached to III Corps and Fort Hood.

Supplementation. Local supplementation is prohibited without approval

by the Assistant Chief of Staff (ACofS), G3, Directorate of Plans, Training, and Mobilization (DPTM).

Changes. Changes to this regulation are not official unless they are authenticated by the Directorate of Information Management (DOIM).

Suggested Improvements. The proponent for this regulation is the ACofS, G3, DPTM. Users may send comments or suggestions to Commander, III Corps and Fort Hood, ATTN: AFZF-PTM-ED, Fort Hood, Texas 76544-5000.

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OVERVIEW

1

Purpose This regulation establishes III Corps and Fort Hood policy, objectives, responsibilities, and offers guidance for conducting military occupational specialty (MOS) skills enhancement and sustainment training at the III Corps and Fort Hood Troop School.

1a

References Appendix A lists required and related references.

1b

Abbreviations and Terms The glossary explains abbreviations and terms.

1c

RESPONSIBILITIES

2

Assistant Chief of Staff (ACofS) G3, Deputy for Plans, Training, and Mobilization (DPTM) The ACofS, G3, DPTM plans, directs, and supervises the III Corps and Fort Hood Troop School training program.

2a

Chief, Education Services Division The Chief, Education Services Division:

- Is responsible for the command, control, and operation of the III Corps and Fort Hood Troop School.
- Conducts the annual needs assessment survey to determine training needs of major subordinate commands (MSCs).
- Schedules MOS enhancement or sustainment classes according to:
 - AR 350-41, chapter 8, paragraph 8-2e (Training in Units).
 - Command training needs.
 - Allocation of training funds.

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**Chief,
Education
Services
Division
(continued)**

- Coordinates unscheduled training course requirements with MSC schools sections.
- Is the contract officer representative (COR) and property administrator (PA) for the military skills enhancement contract.
- Establishes and allocates quotas for classes based on needs assessment results and funding allocations.
- Prepares annual budget requirements for the III Corps and Fort Hood Troop School.
- Maintains required historical files on troop school courses.

2b

**Major
Subordinate
Commands
(MSCs)**

MSCs:

- Provide accurate input to annual needs assessment survey.
- Identify positions requiring MOS enhancement or sustainment training and request quotas for courses based on actual need.
- Allocate quotas to subordinate units and submit applications for courses within established guidelines and suspense dates.
- Return unused quota allocations to the III Corps Troop School, in writing, by the suspense date.

2c

**Unit
Commanders**

Unit commanders (First Sergeant may sign applications for the Commanders):

- Select soldiers for courses based on actual training requirements.
 - Notify soldiers selected for courses not later than 20 duty days in advance of the course enrollment date.
 - Ensure selected soldiers know the location, enrollment time, and have the required equipment for courses.
 - Submit the enrollment application through schools channels to arrive at the Troop School by the established suspense date for each course as listed in the fiscal year class schedule.
-

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**Unit
Commanders
(continued)**

- Check and initial all waiver requirements.
- Justify each waiver.
- Make changes in selected personnel only for valid emergencies.
- Normal unit activities and scheduled field exercises are not valid reasons for changing selected soldiers.
- Exempt selected soldiers attending the Troop School from all duties or formations for period of the course, except for morning accountability formation which does not interfere with class attendance.
- Ensure soldier has no appointments during the course period.
 - Reschedule appointments as necessary.

2d

**Selected
Soldiers**

Selected soldiers:

- Attend morning accountability formation as directed by the unit before reporting to class.
- Report for enrollment and class at the prescribed location, date, and time.
- Maintain personal standards as prescribed in AR 600-20 (Army Command Policy) and AR 670-1 (Wear and Appearance of Army Uniforms and Insignia).
- Have required equipment available for the course.
- May not have appointments during the course period.

2e

POLICY

3

**Training
Goals**

III Corps and Fort Hood Troop School training:

- Supplements MOS and unit training by providing enhancement or sustainment training to soldiers, leaders, and trainers.

(continued on next page)

**Training
Goals
(continued)**

- Provides sustainment training on new equipment items and systems as they become available through the Army inventory.
- Does not relieve, replace, or exclude the chain of command from their role as trainers.
- The Troop School will not teach tactical and combat related training for which the chain of command has inherent responsibility.

3a

**Training
Instruction**

AR 350-41, chapter 8, paragraph 8-2e, contains the courses authorized for instruction at the III Corps and Fort Hood Troop School.

- Newly approved courses may also be announced by message each year.
- Additional courses may only be taught with DA approval.
- Annual course approval is announced by message.

The III Corps and Fort Hood Troop School provides

- Course instruction under the military skills enhancement contract.
- Administrative, classroom, and logistics support for the military instructed Field Sanitation Team Training Courses for non-divisional units and for USAF Air Load Planners Courses.

Quality assurance evaluators and inspectors monitor course instruction to verify compliance with TRADOC approved programs of instruction (POIs).

The TRADOC proponent school must approve POI updates before implementation.

3b

**Cross
Training**

Cross training instructs soldiers of one MOS to perform the duties of another MOS due to:

- A shortage of trained personnel in the required MOS.

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**Cross
Training
(continued)**

- A requirement for an alternate to perform these duties during 24 hour operations.
- Absence of the soldier assigned the primary duties.
- Replacement of an unqualified soldier, or a soldier who is within 120 days of transfer or separation.

3c

Waivers

Commanders or First Sergeants:

- Must request MOS waivers on soldiers not having the MOS, remaining time in service, or rank for a specific course where the MOS is identified, and must fully justify training the selected soldier.
 - The Commander or First Sergeant signing the schools application must initial waiver requests.
- Will certify on the enrollment application memorandum that soldiers not meeting retention requirement intend to reenlist when the reenlistment window opens.
 - Commanders will provide a reenlistment date and a new expiration term service (ETS) date.

3d

TRAINING MANAGEMENT

4

**Needs
Assessment
Survey (RCS
Exempt
AR 335-15)**

The Troop School will conduct a needs assessment survey by 15 March each year.

MSCs will receive surveys not later than 15 January of each year.

Only courses identified in the survey as mission essential may be taught at the III Corps Troop School.

- Courses must resolve a specific training shortfall or weakness.

According to AR 335-15, para 5-2b(7) (Management Information Control System) and AR 350-41, para 8-3b(2), MSCs will survey units (down to company level) to determine training program weaknesses that can be corrected or improved through Troop School courses.

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***Needs
Assessments
Survey (RCS
Exempt
AR 335-13)
(continued)***

Commanders must justify Troop School course requirements during the annual needs assessment survey.

Only courses approved by DA with an approved TRADOC POI may be taught by contract at the III Corps and Fort Hood Troop School.

MSCs tabulate, evaluate, and consolidate subordinate commands' survey results into one fully justified response, and include annual and quarterly training requirements in the response.

The Chief, Education Services Division:

- Consolidates MSC survey results.
- Prepares input for the annual budget estimate.
- Forwards survey results with full justifications and cost analyses to DA through FORSCOM for approval.
- Conducts a supplemental needs assessment survey when a significant change in troop density occurs or as directed by the Commander, III Corps and Fort Hood, or the designated representative.

4a

***Quotas and
Allocations***

MSCs submit annual quota requirements (by quarter) to the III Corps and Fort Hood Troop School as a part of the annual needs assessment survey.

Troop School will:

- Determine the quantity and courses required for the next fiscal year.
- Analyze survey results to determine training requirements and required training funds.
- Prepare a final class schedule with MSC quotas not later than 1 September annually, or upon DA approval of courses.

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***Quotas and
Allocations
(continued)***

MSCs will:

- Fill each allocated quota not later than the suspense date listed in the class schedule, or return unfilled quotas, in writing, to III Corps and Fort Hood Troop School.
- The Troop School fills quotas with alternates submitted by other MSCs or military installations.
- Coordinate requests with Troop School Operations not later than 10 working days before the class date.
- III Corps units stationed at other installations will participate in the annual needs assessment survey and identify those courses not locally available which are required to meet III Corps standards and are available at Troop School.
- POC for schools will consolidate the annual needs for III Corps units at the post and provide requirements and justifications for each course requested.
- Consolidated request must arrive by established suspense date for the needs survey.
- Non-III Corps soldiers from other military posts, Fort Hood tenant units, USAR soldiers, and Army National Guard soldiers may attend III Corps and Fort Hood Troop School courses on a space available basis.
- Increased III Corps training requirements and funding allocations limit the seating available for training non-III Corps personnel.
- Fort Hood civilian employees requiring training in Troop School courses may attend on a space available basis.

4b

***MOS or
Additional
Skills
Identifiers
(ASI) Codes
Relationship***

Troop School courses do not produce MOSs or ASIs.

Training is MOS enhancement or sustainment only.

Soldiers desiring information on administrative actions and credit for Troop School courses (for example, promotion points, MOS or ASI credit) should contact their personnel actions clerk or personnel service company.

4c

**Course
Schedules**

Chief, Education Services Division prepares course schedules by 1 September of each year for the upcoming fiscal year based on:

- MSCs' input to the needs assessment survey.
- Requests for quotas.
- DA course approval and training funds allocations.

Class sizes vary with the course of instruction; however, published class size cannot be increased due to contract restrictions and fund limitations.

Contracted courses are canceled when class enrollment is fewer than the minimum class size.

4d**Unscheduled
Classes**

Units may request additional classes for specific new requirements.

- A full written justification must accompany the request.

MSCs will make every effort to identify training requirements during the annual needs assessment survey and to fill all allocated seats during regularly scheduled classes.

MSCs may submit requests for unscheduled classes through their MSC schools sections.

The request must arrive at Troop Operations not later than 30 days prior to the requested class date.

Increased class requirements and budgeted funds limit the availability of additional classes.

- Consider courses based on:
 - Justification.
 - Availability of class dates and funds.

4e

**Course
Prerequisites**

Course prerequisites:

- Identify a target population.
- Reduce training duplications.
- Require commanders to select only those soldiers requiring the training to correct a shortfall in completing mission essential tasks.

Selected soldiers:

- Must be assigned to or pending assignment to duties requiring the training.
- Must be the alternate in the duties to provide for 24 hour a day operations.
- Must have one-year retainability in the duty position and enlistment.
- May replace a soldier scheduled as a unit loss within 120 days.
- With less than six months remaining, may receive training to meet critical needs in support of the unit's mission essential task list (METL) when replacements are not available.

4f**Enrollment
Procedures**

Units will select soldiers to attend specific Troop School courses to resolve a performance shortfall and to meet METL or operational requirements.

Unit commanders or first sergeants:

- Inform the selected soldier of course date, location, time, equipment requirement, and have the selected soldier cancel or reschedule any appointments during the class period.
- Prepare the electronic application (e-application) depicted at Appendix B for attendance at III Corps and Fort Hood Troop School.
 - If the application is submitted manually, the Commander or First Sergeant must sign.

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**Enrollment
Procedures
(continued)**

- Complete and initial a waiver request on bottom of application for soldiers requiring waivers of MOS, rank, or retention time.
- Not recall any soldier from class except for a valid emergency or unscheduled deployment.
- Exempt the selected soldier from all duties and formations, except the first morning formation, during the length of the course.
 - Soldiers are required to attend the first morning formation at their unit prior to class start time which does not interfere with class attendance.

Appendix B contains the sample e-application.

4g**Primary
Quotas**

Submit one applicant for each allocation.

Soldiers who require the training to meet METL or operational requirements should fill quotas.

4h**Alternates**

Alternates:

- Should require the training to perform their primary duties or to perform the duties during a 24-hour-a-day operation.
- Will be submitted by the established suspense date for each course.
 - Units may submit alternates for any course, even though they do not have a primary seat.
- Will fill an identified training need or provide the unit capability for 24-hour-a-day operations.
- Receive unfilled or returned primary quota seats after the suspense date has passed.
- Must attend enrollment on class date.

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***Alternates
(continued)***

The MSC with a “no show” has first priority on the vacant seat left by the “no show” if alternates have been submitted.

If alternates have not been submitted, the first alternate on the class roster enters class.

Attendance by alternates ensures that vacancies are filled and training funds are spent for maximum training benefit.

4i***Enrollment
Time***

Troop School courses enroll between 0900 and 0915 on the first day of class:

The class schedule provides class locations.

- Changes to locations are reported to the MSC schools sections.
- Changes in primary applicants cannot be made at enrollment time except for emergencies that happen since the last duty day (that is, emergency leave, hospitalization, etc.).
- The MSC schools section may coordinate changes caused by unexpected situations through the last duty day before class enrollment (relief for cause, unscheduled assignment of new soldier for position, deployments, etc.).
- Changes due to valid emergencies or unscheduled deployments may be made through class enrollment time.

4j***Student
Status***

Students:

- Are attached to Troop School for training only.
- Are exempt from all unit duties or formations , except first formation each morning, for the duration of the training.
- Are not released for routine functions such as formations, inspections or field training exercises.
- Will cancel or reschedule appointments for a period when not in class.

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**Student
Status
(continued)**

-
- May not miss more than one hour during a course.
 - Are released to units for Corps directed training holidays and federal holidays.
 - Are released for family time each week as much as possible.
 - Will not be recalled to the unit except for valid emergencies or unscheduled deployments. Unit must submit such requests, in writing, through the schools system to Troop School Operations.
 - MSC schools section will notify the Troop School Operations Noncommissioned Officer (NCO) of any such requirements.

Units retain responsibility for:

- Discipline.
- Quarters.
- Rations.
- Transportation.
- Units will process student sick call requests at first formation and will notify the Troop School Operations NCO of any delays in students returning to class.

Students from other installations are responsible for their own billeting and rations.

4k

**Student
Release**

The ACofS, G3, Education Services Division, has student release authority.

Release criteria includes:

- Academic: when academic performance is so poor that continued attendance is not beneficial to either party.
- Disciplinary: when a student's motivation, violation, or infraction of the rules or regulations warrants release.

(continued on next page)

**Student
Release**

- Administrative: when the student cannot complete the course due to circumstances beyond their control.
- Medical: when an injury or illness results in the inability to complete the course.

(continued)

When a student is released from a course:

- The Troop School Operations NCO will notify the MSCs schools section of the student's release.
- The MSC Schools Section notifies the unit commander or first sergeant of the release.

41**"No Shows"**

"No Shows:"

- Seriously hinder the training effort.
- Result in a lost training opportunity.
- Increase training costs if alternates cannot fill all quotas.
- Risk a possible class cancellation.
- Cause a soldier to not be at their appointed place of duty.
- Will only be reported when:
 - Primary applicants fail to report.
 - Alternates called to fill vacancies caused by "no shows" fail to report.

Applicants reporting after enrollment closes are not "no shows;" however, the troop school will notify the MSC school sections of the late arrival.

The MSC schools sections:

- Identify "no shows" to subordinate units.
- Establish written policy for units to provide responses as reasons for "no shows."
- Will maintain responses on file.

(continued on next page)

**“No Shows”
(continued)**

- This is an inspection item during command inspections.

This policy applies only to Troop School courses.

Courses taught by the mobile training team (MTT) (i.e. Master Fitness, Sling Load Certifiers Course) or memorandum of agreement (MOA) (for example, Technical Transportation of HAZMAT) are DA and DOD courses.

- Submit “no show” responses for these courses to G3 Troop School, ATTN: AFZF-PTM-ED, NLT five working days after course enrollment.

4m

Changes

Commanders will ensure the selected soldier requires the training:

Make every effort to ensure the soldier is available for attendance.

Changes will be made only when:

- The selected soldier becomes ineligible to attend.
- The unit has a real world mission change.
- Valid emergencies or unscheduled deployments occur.

The MSCs schools sections will verify each request for change and notify the ACoS G3, Troop School, in writing, of these changes.

4n

COURSES OF INSTRUCTION

5

**Military Skills
Enhancement
Contract
Courses**

Military skills enhancement contract courses:

- Provide MOS skills enhancement and sustainment training in low density MOSs and supplements unit on-the-job training.
- Are taught according to AR 350-41, chapter 8, paragraph 8-2e, and TRADOC approved POIs.
- Include mission critical courses approved for contracted instruction.

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***Military Skills
Enhancement
Contract
Courses
(continued)***

Can provide instruction in critical areas as identified by Commander, III Corps and Fort Hood or as identified during command inspections in which deficiencies are noted and no other source of training is readily available.

5a

***Motor Pool
Operations
and
Management
Courses***

Courses in administrative and technical areas required to conduct effective motor pool operations include:

- Motor Pool Operations and Management Course.
- Generator Operator Course.
- Fuel Handler Course.

Appendix C contains course descriptions.

5b

***Supply
Operations
Management
Courses***

Courses in automated and manual Unit Level Logistics System – Supply (ULLS-S4), ULLS- Aviation (ULLS-A) procedures, the automated Unit Level Logistics System-Ground (ULLS-G) and ULLS-A which include:

- Unit Supply Clerk Course.
- Unit Supply Operations and Management Course.
- ULLS-G.
- ULLS-A.
 - Crew chiefs.
 - Production and quality control.
 - Technical Supply.
- Unit Armorer Course.

Appendix C contains course descriptions.

5c

***Support and
Technical
Skills
Courses***

Nuclear, Biological and Chemical (NBC) Defense Course:

Courses not authorized by AR 350-41, chapter 8, paragraph 8-2e, but deemed mission critical can only be taught after DA approval and with an approved TRADOC POI.

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**Support and
Technical
Skills
Courses
(continued)**

- The Standard Army Training System (SATS) Course is approved by DA for contracted instruction.
- The Unit Movement Officer Course is approved by DA for contracted instruction.

Appendix C contains course descriptions.

5d

**Military
Instructed
Courses**

Courses are taught in areas where military instruction is the most economically effective Instructed and feasible.

Appendix C contains course descriptions.

5e

**Other
Courses**

The Troop School assists other training elements by providing administrative and logistical assistance and classroom space for units conducting specialized training.

- Assistance is limited to available classrooms.

The Education Services Division provides administrative, operational, and logistical support for Leaders Courses:

- Company Commander and First Sergeants Orientation Course.
- Battalion Executive Officer Course.
- Battalion Operation Officer Orientation Course.
- Battalion and Brigade Commander Course.

5f

CERTIFICATION

6

**Certification
Requirements**

Certification in ULLS-G is required for:

- ULLS-G Clerks.
- Battalion and Company motor sergeants.

(continued on next page)

**Certification
Requirements
(continued)**

- Motor technicians.
- Battalion and company maintenance officers.

Get certification through:

- Attendance at the Motor Pool Operations and Management Course (first line managers).
- Attendance at the ULLS-G Course for clerks.
- Testing out for personnel with prior ULLS experience.

Certification in ULLS-A is required for ULLS-A:

- Crew chiefs.
- Production and quality control personnel.
- Technical supply personnel.

Certification in ULLS-S4 is required for:

- Company executive officers.
- Unit supply officers.
- Unit supply sergeants.
- Unit supply clerks.

Certification is valid for two years.

6a**Certification
Testing
Dates**

Testing for ULLS-G certification and recertification is given each Thursday afternoon at 1230 by the Test Standards Office, Education Services Division.

Applicants should call 287-4292 to schedule ULLS-G testing.

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***Certification
Testing
Dates
(continued)***

ULLS-A and ULLS-S4 certification and recertification testing is the second and fourth Friday of each month at a location as listed in the annual FY Class Schedule.

ULLS-A testing is at 0900 and ULLS-S4 at 1300.

Testing in December will only be the second Friday.

Soldiers failing the test may certify by attending the appropriate course or retesting at a later date.

Commanders will not schedule soldiers for troop school courses based solely on the test results, but will use performance shortfalls, METL requirements and other indicators to identify training needs.

ULLS-A and ULLS-S4 is first-come, first-serve with a maximum of 12 students each testing period.

6b

Appendix A References

Section I. Required References

AR 350-41, Chapter 8

Training in Units (cited in para 3b, 4a, 5a, 5d, Tables C-1, C-2, C-3, C-4, C-5, C-6, C-7, C-8, C-9, and C-10)

Fort Hood Regulation 703-2

Petroleum Management, Operations and Procedures (cited in Table C-3)

TRADOC approved Programs of Instruction (POI) for individual courses (cited in para 3b, 4a, 5a, and 5d)

Fort Hood Regulation 40-5

Authorized Veterinary Care and Animal Control Program (cited in Table C-11)

FM 21-10

Field Hygiene and Sanitation (cited in Table C-11)

FM 21-26

Map Reading and Land Navigation (cited in Table C-10)

FM 25-100

Training the Force (cited in Table C-9)

Section II. Related References

AR 335-15

Management Information Control System (cited in para 4a)

AR 670-1

Wear and Appearance of Army Uniforms and Insignia (cited in para 2e)

AR 600-20

Army Command Policy (cited in para 2e)

FORSCOM Regulation 350-4, Chapter 3

Active Component Training

Section III. Referenced Forms

This section not used.

Appendix B

Electronic Application (E-application) for Troop School Attendance

Figure B-1. Sample Troop School Electronic Application (E-Application)

(available on the Fort Hood Public Folders under III Corps Public Folders/ III Corps G3/ III Corps and Fort Hood Troop School/Class Roster/Troop School Application)

DEPARTMENT OF THE ARMY Your header Fort Hood, Texas 76544			
(Office Symbol) (350-41)		DATE DD-MMM-YY	
MEMORANDUM THRU			
FOR III Corps and Fort Hood Troop School, AFZF-PTM-ED			
SUBJECT: Application for Attendance at III Corps and Fort Hood Troop School			
1. Request the following applicant be scheduled for the Troop School course as indicated:			
STUDENT DATA: QUOTA STATUS: <input type="checkbox"/> PRIMARY <input type="checkbox"/> ALTERNATE primary/alternate to be checked by MSC Schools NCO			
a. NAME: _____	RANK: _____	SSN: _____	ETS _____
b. UNIT: _____	MSC: _____		GT SCORE: _____
c. DUTY POSITION: _____		PMOS _____	DMOS _____
d. REASON SOLDIER REQUIRES TRAINING _____			
e. SOLDIER BEING REPLACED IN DUTY POSITION AND REASON: _____			
COURSE DATA			
COURSE NUMBER _____		COURSE TITLE _____	
ENROLLMENT TIME _____ 900		LOCATION: BLDG# _____	
CLASS START DATE: _____ 900		COURSE END DATE _____	
2. I have personally counseled this soldier on the reporting time and location. The soldier will report at the prescribed time with the required equipment. The soldier remains assigned to this unit. <u>The soldier is exempt from all duties, APPOINTMENTS and details for the entire period of the course. Changes in attendance will only be made for emergency reasons.</u>			
3. I have verified the personal data and: (Check and initial appropriate block(s):			
a. (CDR/1SG INIT) _____		<input type="checkbox"/> Soldiers meets all prerequisites for the course.	
b. (CDR/1SG INIT) _____		<input type="checkbox"/> Soldier requires a waiver of _____ Reason training is required for soldier	
c. (CDR/1SG INIT) _____		<input type="checkbox"/> As an ALTERNATE, soldier has been advised he/she must report for the class and that he/she may be placed in a primary seat should a primary applicant not attend the course.	
Type Name of CDR/1SG _____		1SG PHONE NUMBER _____	
Must be E-mailed from Commander or First Sergeant E-mail account			
<u>(Must be E-mailed (forwarded) Through appropriate Schools NCO)</u>			
BN Schools NCO _____		<input type="checkbox"/> Check Box and Initials	
BDE Schools NCO _____		<input type="checkbox"/> Check Box and Initials	
DIV / MSC Schools NCO _____		<input type="checkbox"/> Check Box and Initials	
<u>ONCE THIS FORM GETS TO III CORP TROOP SCHOOLS IF IT HAS NOT BEEN FORWARDED THROUGH THE MSC IT WILL BE RETURNED TO THE MSC WITH OUT BEING PROCESSED</u>			

If the application is submitted manually, the Commander or first Sergeant *must* sign.

Appendix C

Course Descriptions

Table C-1. Motor Pool Operations and Management Course

Objectives	Provide the basic knowledge and skills for motor pool operations and management.
Scope	<p>Duties, responsibilities and procedures to follow in conducting and managing a unit maintenance program, to include:</p> <ul style="list-style-type: none"> • Use of the ULLS-G automated system. • Shop operations and safety procedures. • Supply procedures. • Handling POL and packaged products. • Office automation, including ULLS-G. • Certification testing is conducted for ULLS-G for Battalion or Company Maintenance Officer, Technician and Motor Sergeant and Company Executive Officers.
Prerequisites	<ul style="list-style-type: none"> • Company grade officers, warrant officers, or NCOs assigned or pending immediate assignment to duties as maintenance officer, technician, or motor sergeant. • Company grade officers; warrant officers and noncommissioned officers who require knowledge of motor pool operations and ULLS-G to perform their mission essential tasks. • Request for waiver and justification for training are required for personnel <u>not</u> filling maintenance positions. • One year remaining in unit and in a duty position requiring the training. • Security clearance: <u>not</u> required.
Training Authorizations	<ul style="list-style-type: none"> • One motor officer, technician, sergeant and one enlisted alternate per company, battalion or brigade position requiring the training to allow 24-hour-a-day operations. • One motor officer, motor sergeant and one enlisted alternate in CMF 63, per company sized unit. • Other officer, warrant officer applicants, or any enlisted soldiers <u>not</u> in enlisted CMF 63 require a waiver and full justification.
Administrative Instructions	<p>Location: As listed in the annual Troop School FY class schedule</p> <p>Length: Ten (10) days.</p> <p>Capacity: 24 Maximum, 10 Minimum.</p> <p>Class Hours: 0900-1200, and 1300-1730.</p> <p>Enrollment: 0900-0915 on class start date.</p>
Requirements	<ul style="list-style-type: none"> • Student must complete 80 percent of tasks and score 80 percent or higher on the final examination to graduate. • Graduation is the last day of class. • Each student must submit a written course critique.
Authority	AR 350-41, Paragraph 8-2e(3).

Legend:

CMF- Career Management Field

Table C-2. Generator Operator Course

Objective	Provide sustainment training to personnel operating and maintaining power generator equipment at unit and battalion level.
Scope	Duties and responsibilities of generator operators and mechanics. Emphasis is placed on <ul style="list-style-type: none"> • Troubleshooting. • Preventive maintenance checks and services. • Maintenance techniques on selected field generating equipment. • Use of ULLS forms and records.
Prerequisites	<ul style="list-style-type: none"> • Enlisted personnel, private through sergeant, assigned or pending assignment within 90 days to generator operator duties. Other personnel may be trained when justification is provided. • A generator operator is <u>not</u> a MOS-specific position; units may train personnel in any MOS who have as an additional responsibility in their duties the operation of an assigned generator. • Soldiers with MOS 52D, Generator Repairer, may attend the course for sustainment training. • One year remaining in the unit and in a duty position requiring the soldier to operate a generator. • Security Clearance: <u>not</u> required.
Training Authorizations	One operator and two alternates per assigned generator to provide a 24-hour a day operating capability.
Administrative Instructions	Location: As listed in the annual Troop School FY class schedule Length: 5 days Capacity: 30 Maximum; 10 Minimum Class Hours: 0900-1200, and 1300-1730 Enrollment: 0900-0915 on class start date
Requirements	<ul style="list-style-type: none"> • Students must complete 80% of tasks and score 80% or higher on the final examination to graduate. • Graduation is the last day of class. • A written course critique is required from each student.
Authority	AR 350-41, Paragraph 8-2e(4)

Table C-3. Fuel Handler Course

Objective	Provide unit commanders with trained and qualified fuel handlers as required by Fort Hood Regulation 703-2.
Scope	<p>An understanding of existing directives and policies including:</p> <ul style="list-style-type: none"> • Safety procedures (includes HAZMAT Safety and Awareness training). • Accountability. • POL handling procedures. • Preventive maintenance checks and services for tank and pump units. • Quality techniques. • Storage and disposition of POL and package products. • Handling of hazardous materiel.
Prerequisites	<ul style="list-style-type: none"> • All personnel, military or civilian, who handle bulk fuel or petroleum products, operate POL vehicles, and: • Unit supervisory personnel who supervise or maintain POL and package products. • Applications for all personnel other than MOS 77F, fuel handler, must have a request for waiver and full justification for training requirement. • Identified as an alternate fuel handler for the unit. • One year remaining in the unit and in the fuel handler or POL supervisory position. • Security clearance: <u>not</u> required.
Training Authorizations	<p>One per MTOE 77F position, which includes:</p> <ul style="list-style-type: none"> • Supervisory personnel for POL operations. • Fuel Handlers for operations of bulk fuel supply points in garrison and field operations. • Tanker operators and assistants. • No more than two alternates per position to provide the unit a 24 hour a day operating capability. • Additional personnel may be trained when unexpected requirements occur (for example, cancellation of contract for fuel handling, increased requirements caused by diverse missions or personnel losses). • MOSs other than 77F require a waiver.
Administrative Instructions	<p>Location: As listed in the annual Troop School FY class schedule</p> <p>Length: 5 days</p> <p>Capacity: 30 Maximum; 10 Minimum</p> <p>Class Hours: 0900-1200 and 1300-1730</p> <p>Enrollment: 0900-0915 on class start date</p>
Requirements	<ul style="list-style-type: none"> • Students must complete 80% of tasks and score 80% or higher on the final examination to graduate. • Graduation is the last day of class. • Each student must submit a written course critique.
Authority	AR 350-41, Paragraph 8-2e(5).

Table C-4. Unit Supply Clerk Course

Objectives	Provide sustainment training to supply personnel in CMF 92Y or personnel filling a Unit Supply Clerk position.
Scope	<p>Duties, responsibilities and procedures for operating and maintaining a unit supply activity, including the automated ULLS-S4 system for:</p> <ul style="list-style-type: none"> • Updated policies, procedures, and criteria to prepare, edit and validate supply transaction. • Current supply information for maintaining hand receipts and clothing records. • Establishing accountability procedures for lost, damaged, or destroyed property military publications procedures. • Practical exercises and certification in the use of the ULLS-S4 automated system.
Prerequisites	<ul style="list-style-type: none"> • Enlisted personnel, Private through Sergeant, MOS 92Y, assigned to or pending assignment as unit supply clerk or assistant supply clerk. • One enlisted alternate per MOS 92Y position to provide for 24 hour a day operations. • Supply managers who have little or no prior experience in MOS 92Y field. • One year remaining in the unit and in the unit supply clerk or alternate clerk position. • Security clearance: <u>not</u> required.
Training Authorizations	<ul style="list-style-type: none"> • One primary and one alternate per company-sized unit to provide for 24 hour a day operations. • Newly selected supply managers with little or no supply experience. • Personnel <u>not</u> in MOS 92Y must submit a waiver of MOS to be trained.
Administrative Instructions	<p>Location: As listed in the annual Troop School FY class schedule</p> <p>Length: 9 days</p> <p>Capacity: 24 Maximum, 10 Minimum</p> <p>Class Hours: 0900-1200, and 1300-1730</p> <p>Enrollment: 0900-0915 on class start date</p>
Requirements	<ul style="list-style-type: none"> • Student must complete 80 percent of tasks and attain a score of 80 percent or higher on the final examination to graduate. • Graduation is the last day of class. • Each student must submit a written course critique.
Authority	AR 350-41, Paragraph 8-2e(9).

Table C-5. Unit Supply Operations and Management Course

Objective	Provide sustainment training in unit supply operations and management to supervisory supply personnel.
Scope	<p>Duties and responsibilities of the unit supply sergeant and supply officer, including:</p> <ul style="list-style-type: none"> • Current supply policies and procedures. • Property accountability. • Types of accountability. • Material management. • Forms preparation and management. • Practical exercises and certification in the use of the automated ULLS-S4 system.
Prerequisites	<ul style="list-style-type: none"> • Commissioned officers, warrant officers, and NCOs assigned to or pending assignments as unit supply managers. • Specialists and specialist promotables assigned as unit supply sergeants (a grade waiver is required) who have completed the Unit Supply Clerk Course. • One year remaining in the unit and in the unit supply position. • Security clearance: <u>not</u> required.
Training Authorizations	<ul style="list-style-type: none"> • Two commissioned officers, one warrant officer and two NCOs per battalion. • One commissioned officer and two NCOs per company sized unit. • Enlisted personnel <u>not</u> in CMF 92Y must request a waiver to attend the course.
Administrative Instructions	<p>Location: As listed in the annual Troop School FY class schedule</p> <p>Length: 10 days</p> <p>Capacity: 24 Maximum, 10 Minimum</p> <p>Class Hours: 0900-1200 and 1300-1730</p> <p>Enrollment: 0900-0915 on class start date</p>
Requirements	<ul style="list-style-type: none"> • Student must complete 80% of tasks and score 80% or higher on the final examination to graduate. • Graduation is the last day of class. • Each student must submit a written course critique.
Authority	AR 350-41, Paragraph 8-2e(10).

Table C-6. Unit Level Logistics System-Ground (ULLS-G) Course

Objective	Provide sustainment training in duties and responsibilities for a ULLS-G Clerk
Scope	<p>Duties and responsibilities of the unit ULLS-G clerk:</p> <ul style="list-style-type: none"> • Current supply policies and procedures. • Procuring and maintaining repair parts. • Supply requests and replenishment actions. • Stockage levels and reviews. • Inventory and accountability. • Follow-up actions. • Practical exercises in the use of the ULLS-G in a computer-assisted environment. • Students will take the III Corps ULLS-G certification test.
Prerequisites	<ul style="list-style-type: none"> • Enlisted personnel, Private through Sergeant, MOS 92A, assigned to or pending assignment as unit ULLS-G clerk. • One year remaining in the unit and in the unit ULLS-G position. • Security clearance: <u>not</u> required
Training Authorizations	<ul style="list-style-type: none"> • One ULLS-G Clerk per battalion and one ULLS-G Clerk per company sized unit. • One alternate may be trained at each level to provide 24 hour operation. • MOS waiver required for soldiers filling ULLS-G Clerk position who are not MOS 92A. Newly assigned ULLS-G managers with little or no ULLS-G experience may attend with a grade waiver and justification by commander. • Units having additional ULLS-G positions for mission specific operations must provide documentation reflecting MTOE increase in authorized ULLS-G Clerk positions.
Administrative Instructions	<p>Location: As listed in the annual Troop School FY class schedule</p> <p>Length: 9 days</p> <p>Capacity: 24 Maximum, 10 Minimum</p> <p>Class Hours: 0900-1200 and 1300-1730</p> <p>Enrollment: 0900-0915 on class start date</p>
Requirements	<ul style="list-style-type: none"> • Student must complete 80 percent of tasks and score 80 percent or higher on the final examination to graduate. • Graduation is the last day of class. • Students must submit a written course critique.
Authority	AR 350-41, Paragraph 8-2e(2)

Table C-7. Unit Level Logistics Supply-Aviation (ULLS-Aviation) Course

Objective	<ul style="list-style-type: none"> • Train AVIM and AVUM production or quality control personnel to establish and maintain unit aircraft records through ULLS-A. • Provide supervisors of technical supply operations with adequate training to supervise technical supply use of ULLS-A for aircraft parts requisitioning, PLL, and bench stock. • Train production control personnel in all aspects of crew chief's use of ULLS-A in order to perform crew chief maintenance on organic aircraft and floats.
Scope	<ul style="list-style-type: none"> • The production or quality checks covers the entire ULLS-A system in a level of detail surpassed only through the addition of a system administrator course. • Designed to train production control and quality control personnel at the AVUM and AVIM level in all ULLS-A processes, including crew chief or operational, production, historical, supply, system utilities such as backup, master files maintenance, and AMSS. • The crew chief or mechanic covers all tasks associated with flight company processes. Train students to use operational processes to perform updates of aircraft faults, create oil sample requests, print required forms, parts demand process, and review selected historical records. • Students will use production processes to prepare reports, maintenance requests, transfer aircraft and data. • Technical supply will have an understanding of the automated procedures necessary to perform all basic Class IX supply functions required at the AVUM level. • Train students by conference and practical exercises on data field, definition, valid data elements, and processing supply transactions; display, print, and purge the document control register, maintain PLL, query and update the catalog, process manual and automated status, and post receipts. •
Prerequisites	<ul style="list-style-type: none"> • Production or Quality Control Course: personnel selected to attend should be officers and NCOs filling production or quality control positions. Supervisors of technical supply operations should attend this course. Attendees must be highly knowledgeable in the Army Aircraft Maintenance Management System. • Crew Chief Course: personnel selected to attend should be the person or persons holding or pending assignment as a crew chief or mechanic of an AVIM or AVUM activity. • Technical Supply Course: Personnel selected to attend should be the person holding or pending assignment as a technical supply. • Security clearance: <u>not</u> required.
Training Authorization	<ul style="list-style-type: none"> • Production or Quality Control Course: One per production or quality control position. One alternate per position may be trained for 24-hour operations. • Crew Chief Course: One per crew chief or mechanic position with one alternate per position for 24-hour operations. • Technical Supply Course: One per technical supply position and one alternate for 24-hour operations.

Table C-7. ULLS-Aviation Course (continued)

Administrative Instructions	Location: As listed in the annual Troop School FY class schedule Length: <ul style="list-style-type: none"> • Production or Quality Control Course: 80 hours • Technical Supply Course: 32 hours • Crew chief and Mechanic Course: 32 hours • Pilots Orientation Course: 16-32 hours Capacity: <ul style="list-style-type: none"> • 24 Maximum; 10 Minimum for Crew Chief and Pilots Orientation • 24 Maximum; 6 Minimum for Tech Supply and Production or Quality Control • Class Hours: 0900-1200 and 1300-1730 Enrollment: 0900-0915 on class start date
Requirements	<ul style="list-style-type: none"> • Graduation is the last day of class. • Student must complete 80 percent of tasks and score 80 percent or higher on the final examination to graduate. Pilots must attend the entire orientation course for credit. • Each student must submit a course critique.
Authority	Approved by DA as exception to courses listed in AR 350-41.

Legend**AVIM** - Aviation Intermediate Maintenance**AVUM** – Aviation Unit Maintenance**AMSS** - Aviation Materiel Status System

Table C-8. Unit Armorer Course

Objective	Provide sustainment training to enlisted personnel in operation and management of the unit arms room, maintenance of weapons, night vision devices, and required forms and reports.
Scope	Duties and responsibilities of the unit armorer including: <ul style="list-style-type: none"> • Organizational maintenance procedures. • Preventive maintenance and services. • Physical security measures. • Military publications, forms and records. • Inventory, control, and accountability. • Filing procedures.
Prerequisites	<ul style="list-style-type: none"> • Enlisted personnel, Private through Sergeant, assigned to or pending assignment as unit armorer or alternate. • One year remaining in the unit and in the unit armorer or alternate position. • Security clearance: not required.
Training Authorizations	<ul style="list-style-type: none"> • One primary and two alternates per unit authorized a separate arms room to provide for 24 hour operations. • One replacement may train for each position where a previously trained armorer is relieved for cause. • Train one primary and two alternates per unit in units sharing a common arms room to provide 24 hour operations during separate field exercises or deployment. • III Corps PMO, 1CD PMO, and 4ID PMO may train three unit armorers each to provide 24 hour operations to support the garrison mission. • A MOS waiver is required for soldiers who do <u>not</u> possess the 92Y primary MOS.
Administrative Instructions	Location: As listed in the annual Troop School FY class schedule Length: 10 days Capacity: 26 Maximum and 10 Minimum Class Hours: 0900-1200 and 1300-1730 Enrollment: 0900-0915 on class start date
Requirements:	<ul style="list-style-type: none"> • Student must complete 80% of tasks and score 80% or higher on the final examination to graduate. • <u>Students must not have a profile restricting lifting to 25 pounds or less.</u> (This is a requirement in 92Y MOS) • Student must bring to class one pair of needle-nose pliers, one flat-tipped screwdriver, and a 1/16" punch. • Graduation is the last day of class. • Each student must submit a written course critique.
Authority:	AR 350-41, paragraph 8-2e (11).

Table C-9. Standard Army Training System (SATS) Course

Objective	Provide sustainment training in the use of SATS as the Army primary training management tool.
Scope	<p>Polices and procedures of Army training management as outlined in FM 25-100 including:</p> <ul style="list-style-type: none"> • Training management process. • SATS support to the training process. • Hardware requirement for SATS. • Use of SATS software components.
Prerequisites	<p>Enlisted personnel, NCOs and officers assigned to or pending assignment to a position using SATS at separate company, battalion, or brigade level.</p> <ul style="list-style-type: none"> • One year remaining in the unit and in a SATS user position. • Security clearance: <u>not</u> required.
Training Authorizations	<ul style="list-style-type: none"> • One primary and one alternate, SSG or below, per company size unit, battalion, or brigade. Senior NCOs and commissioned or warrant officers may attend if they are primary or alternate SATS operators. • Waiver required for senior NCOs or officers with justification.
Administrative Instructions	<p>Location: As listed in the annual Troop School FY class schedule</p> <p>Length: 5 days</p> <p>Capacity: 22 Maximum; 10 Minimum</p> <p>Class Hours: 0900-1200 and 1300-1730</p> <p>Enrollment: 0900-0915 on class start date</p>
Requirements	<ul style="list-style-type: none"> • Student must complete 80% of tasks and score 80% or higher on the final examination to graduate. • Graduation is the last day of class. • Each student must submit a written course critique.
Authority	AR 350-41, Paragraph 8-2e. Course requires annual DA approval prior to instruction.

Table C-10. Nuclear, Biological, and Chemical (NBC) Defense Course

Objective	Provide training for officers and enlisted soldiers, Specialist (promotable) and above, as unit level NBC defense officer or NCO and enlisted alternate.
Scope	<ul style="list-style-type: none"> • Duties of unit NBC defense officer or NBC enlisted alternate. • Use NBC equipment at unit level. • NBC training responsibilities at the unit level.
Prerequisites	<ul style="list-style-type: none"> • Officers or enlisted personnel, Specialist (P) or above, assigned to or pending assignment as NBC Defense Officer or NBC Enlisted Alternate. • <i>All</i> non-BNCOC graduate CMF 54 personnel will attend the course according to Chapter 11, AR 350-41. • Must have a ST score of 95 or GT score of 100 (non-waiverable). • Must be able to perform basic math calculations. • Must have one-year retainability in the unit and NBC position. • Security clearance: <u>not</u> required.
Special	Units will require selected soldiers to review FM 21-26 before attending course.
Requirements	Unit will issue required equipment before student reporting for first class.
Training Authorizations	<ul style="list-style-type: none"> • One officer, one NCO, or one other enlisted member (Specialist (promotable) or above) per company sized unit. • <u>All</u> Non-BNCOC graduate CMF 54 personnel will attend the course according to Chapter 11, AR 350-41. • Units affected by force structure changes may request grade waiver for specific situations.
Administrative Instructions	Location: As listed in the annual Troop School FY class schedule Length: 10 days Capacity: 24 Maximum; 10 Minimum Class Hours: 0900-1200 and 1300-1730 Enrollment: 0900-0915 on class start date
Requirements	Student will need the following items on the first day of training: <ul style="list-style-type: none"> • M40 or M42 series Protective Mask • Chemical Agent Detector Kit, M256/M256A1 or M256A1 Trainer • Skin Decontamination Kit, M291 • Radiac Meter, AN/UDR-13 • Chemical Protective Overgarments including gloves and boots. • M1 Canteen Cap. • Chemical Agent Alarm, M43A1, M42, BA3517/U or M273 Maint Kit (BA3030) • AN/VDR-2, AN/PDR-75 radiac set with batteries • DT236 • Decon apparatus, M11 with nitrogen cylinder or M13 • M41 Protection Assessment Test System • Improved Chemical Agent Monitor with batteries • Chemical detector paper, M8 • Drafting compass

(continued on next page)

**Table C-10. Nuclear, Biological, and Chemical (NBC) Defense Course
(continued)**

Requirements (continued)	<ul style="list-style-type: none">• The instructor will designate the dates the above equipment is needed.• Student will report to class with a notebook and pen or pencil on the first day.• Student must score a minimum of 70% on all the examinations.• Reviews and retest are given on the student's own time according to the course POI and course management plan.• Graduation is the last day of class. Each student must submit a written course critique.
Authority	AR 350-41, paragraph 8-2e (12).

Table C-11. Field Sanitation Team Training Course (FSTCC)

Objective	Provide training for personnel designated as members of unit field sanitation teams in non-divisional units according to AR 40-5 and Fort Hood Regulation 40-5.
Scope	Duties of unit field sanitation teams. Familiarize students with requirements of FM 21-10, AR 40-5 and Fort Hood Regulation 40-5.
Prerequisites	<ul style="list-style-type: none"> • Enlisted personnel assigned or pending assignment to duties as members of unit field sanitation teams in non-divisional MSCs. • One year remaining in the unit and in a FSTTC team position. • Security Clearance: <u>not</u> required.
Training Authorizations	One sergeant and one other enlisted per company-sized unit of non-divisional MSCs.
Administrative Instructions	Location: As listed in the annual Troop School FY class schedule Length: 5 days Capacity: 24 Maximum; 10 Minimum Class Hours: 0900-1200 and 1300-1730 Enrollment: 0900-0915 on class start date
Requirements	Student must report with: <ul style="list-style-type: none"> • FM 21-10. • Pistol belt. • Canteen with cup and cover. • First aid pouch. • One bottle of iodine water purification tablets. • Note pad and pencil. • Students may be required to furnish a piece of equipment from the unit field sanitation team basic load for team training. • Student must score 80% or higher on the final examination. • Each student must provide a written course critique.
Authority	Paragraph 11-2c, AR 40-5 and Fort Hood Regulation 40-5. Responsibility for this course rests with the III Corps Surgeon.

Table C-12. Unit Movement Officer (UMO) Course

Objective	Provide regulatory guidance, unit procedures, duties and responsibilities to NCO, SSG and above, Warrant Officers, and company grade officers designated as UMOs/NCO. One SGT or above per company sized unit may be trained as alternate UMO/NCO.
Scope	<p>Discuss critical UMO tasks associated with the planning and execution of unit movements including:</p> <ul style="list-style-type: none"> • UMO duties and responsibilities. • Automated unit movement system. • The mobilization, deployment, redeployment, and demobilization process. • Unit movement training requirements. • Loss and damage reporting. • Unit movement plans. • Unit movement coordination, preparation, and maintenance of movement data. • Unit loads. • Movement of hazardous cargo. • Planning of convoy, rail, sea, and air.
Prerequisites	<ul style="list-style-type: none"> • Commissioned officers, warrant officers, or NCOs, SSG or above, designated as UMO/Unit Movement NCO. • One SGT or above per company-sized unit may train as alternate UMO/NCO. • Must have one-year retainability in the unit. • Security clearance: <u>not</u> required.
Training Authorizations	<ul style="list-style-type: none"> • One officer, warrant officer, or one NCO, SSG and above, per company-sized unit and designated as the UMO /Unit Movement NCO. • One SGT or above per company sized unit may train as alternate UMO/NCO.
Administrative Instructions	<p>Location: As listed in the annual Troop School FY class schedule</p> <p>Length: 10 days</p> <p>Capacity: 24 Maximum; 10 Minimum</p> <p>Class Hours: 0900-1200 and 1300-1730</p> <p>Enrollment: 0900-0915 on class start date</p>
Requirements	<ul style="list-style-type: none"> • Student must complete 80 percent of tasks and score 80 percent or higher on the final examination to graduate. • Student will report to first day training with the unit movement plan. • Student must have a pocket-type calculator. • During rail loading training, the student will report for training with heavy duty working gloves. • Graduation is the last day of class. • Each student must submit a written course critique.
Authority	DA approval by FORSCOM message; FORSCOM Reg. 55-1, para 2-11a; as directed by III Corps G3

Table C-13. Master Drivers Training Course

Objective	Provide regulatory guidance, unit procedures, duty and responsibilities of a Master Driver to NCOs, Officers, Warrant Officers, and Company Grade Officers.
Scope	Discuss the master drivers program to include: <ul style="list-style-type: none"> • Regulatory guidance. • Unit procedures. • Duties and responsibilities. • Training requirements and procedures. • Required documentation. • Testing and licensing procedures.
Prerequisites	<ul style="list-style-type: none"> • Commissioned officers, warrant officers, or NCOs designated as unit master drivers with responsibility for establishing and conducting battalion or company drivers training program. • Must have a working knowledge of the ULLS-Ground. • Must be computer literate. • Must have one-year retainability in the unit. • Security clearance: <u>not</u> required.
Training Authorizations	<ul style="list-style-type: none"> • One officer, warrant officer, NCO per battalion and company-sized unit. • Units affected by force structure changes may request grade waiver for specific situations.
Administrative Instructions	Location: As listed in the annual Troop School FY class schedule Length: 5 days Capacity: 20 Maximum; 10 Minimum Class Hours: 0900-1200 and 1300-1730 Enrollment: 0900-0915 on class start date
Requirements	<ul style="list-style-type: none"> • Student must complete 80 percent of tasks and score 80 percent or higher on the final examination to graduate. • Graduation is the last day of class. • Each student must submit a written course critique.
Authority	As requested by III Corps IG based on Corps inspection results

Table C-14. Unit Total Fitness Course

Objective	<ul style="list-style-type: none"> • Provide regulatory guidance, unit procedures, duties and responsibilities to NCOs, Warrant Officers, and Company Grade Officers designated as unit total fitness coordinators. • Provide unit commanders without assigned master fitness trainers, a coordinator trained in the basics of total fitness to assist the commander in meeting total fitness objectives.
Scope	<p>Discuss the unit total fitness program:</p> <ul style="list-style-type: none"> • Evaluation of current unit total fitness program. • Weight control, profiles and pregnancy fitness. • Duties and responsibilities. • Training requirements and procedures. • Required documentation. • Testing procedures. <p>This course does <u>not</u> replace the US Army's Master Fitness Trainer course nor does it provide an ASI. Due to limited number of available Master Fitness Trainer seats annually and high turnover rate, training is essential to assist unit commanders in maintaining an effective fitness program within the unit.</p>
Prerequisites	<p>Commissioned officers, warrant officers, or NCOs designated as unit total fitness coordinators who are responsible for establishing and conducting the total fitness training program. Units with assigned master fitness trainers may request training for a replacement when a 120 loss is anticipated.</p> <ul style="list-style-type: none"> • Comply with height and weight standards in AR 600-9. • Must have taken the APFT in the last thirty days and score a minimum of 80 points in each event. • No medical profile that precludes a student from attaining course standards. • Must have one-year retainability in the unit. <p>Security clearance: <u>not</u> required.</p>
Training Authorizations	<ul style="list-style-type: none"> • In units without assigned school-trained master fitness trainers - One officer, warrant officer, NCO per company sized unit. Must be designated as the unit total fitness coordinator. • Units affected by force structure changes may request grade waiver for specific situations.
Administrative Instructions	<p>Location: As listed in the annual Troop School FY class schedule</p> <p>Length: 5 days</p> <p>Capacity: 20 Maximum; 10 Minimum</p> <p>Class Hours: 0900-1200 and 1300-1730</p> <p>Enrollment: 0900-0915 on class start date</p>

Table C-14. Unit Total Fitness Course (continued)

Requirements	<p>Student must complete 80 percent of tasks and score 80 percent or higher on the final examination to graduate.</p> <ul style="list-style-type: none">• Student must bring the DA Form 705 during enrollment.• Army Physical Fitness Uniform will be the primary uniform.• Student will wear plastic nametag on the APF Uniform. <p>Each student will bring to class: FM 21-20, Physical Fitness Training, with current changes. Copy of unit METL, Mission Statement and unit commander's PT policy for the BFPT program. 1 each Fort Hood required safety vest, and 1 each tape, for measuring body fat, NSN: 8315-01-238-8103</p> <p>Graduation is on the last day of class.</p> <p>Each student must submit a written course critique.</p>
Authority	As requested by III Corps IG based on Corps inspection results

Glossary

Section I. Abbreviations

ACofS

Assistant Chief of Staff

AMSS

Aviation Materiel Status System

AR

Army Regulation

ASI

Additional Skills Identifiers

ATTN

Attention

AVIM

Aviation Intermediate Maintenance

AVUM

Aviation Unit Maintenance

BFPT

Battle Focused Physical Training

CMF

Career management field

COR

Contracting Officer Representative

DA

Department of the Army

DOD

Department of Defense

DOIM

Directorate of Information Management

DPTM

Deputy for Plans, Training and Mobilization

ETS

expiration term service

FH

Fort Hood

FM

Field Manual

FORSCOM

Forces Command

FSTTC

Field Sanitation Team Training Course

GT

General Technical

HAZMAT

Hazardous Material

IAW

in accordance with

IG

Inspector General

LTC

Lieutenant Colonel

METL

Mission essential task list

MOA

Memoranda of Agreement

MOS

Military occupational specialty

MSCs

Major subordinate commands

MTOE

Modification table of equipment

MTT

Mobile Training Teams

NLT

not later than

NBC

Nuclear, biological, and chemical

NCO

Noncommissioned officer

(P)

promotable

PA

property administrator

PLL

Prescribed load list

PMO

Provost Marshal Office

POIs

Programs of instruction

POL

Petroleum, oils, and lubricants

PT

physical training

SATS

Standard Army Training System

SC

Signal Corps

ST

Skills Technical

TAMMS

The Army Maintenance Management System

TRADOC

Training and Doctrine Command

ULLS-S4

Unit Level Logistics System Supply

ULLS-A

ULLS-Aviation

ULLS-G

ULLS-Ground

UMO

Unit Movement Officer

USA

United States Army

USAF

United States Air Force

USAR

United States Army Reserve